



KELMS User Group

October 13, 2017



Agenda

- Welcome & Opening Remarks
- Today's Agenda
- ODET Training & CSE
- DHRA
- eLearning
- *KELMS*

Chris Johnson
Wes Swarner
Jeanne Olivas
Alaina Myers
Elizabeth Cram
Jessica Perry



Welcome & Intro – Chris Johnson

- **31st Annual Governor's EEO Conference**
 - November 8, 2017
 - Muhammad Ali Center, Louisville
- **Personnel Cabinet “Road Show” – tentatively titled “Personnel Pals”**



CONFERENCE REGISTRATION NOW OPEN!

THE KENTUCKY PERSONNEL CABINET'S
OFFICE OF DIVERSITY, EQUALITY, AND TRAINING PRESENTS:
THE 31ST ANNUAL GOVERNOR'S EEO CONFERENCE!

WEDNESDAY, NOVEMBER 8, 2017
MUHAMMAD ALI CENTER, LOUISVILLE, KY

*YOU'RE INVITED TO ATTEND! REGISTRATION IS NOW OPEN
AND SEATING IS LIMITED! FOR MORE DETAILS, INCLUDING
HOW TO REGISTER, PLEASE VISIT THE OFFICIAL EEO
CONFERENCE WEBSITE:*

<https://personnel.ky.gov/Pages/eeoconference.aspx>

**KENTUCKY
PERSONNEL
CABINET**



Where Are We? – Wes Swarner

- **KELMS Upgrade Live – 6/28/17**
 - Upgrade/New User/Refresher Training Delivered
 - Need additional training – Contact KELMSDSCGroup@ky.gov
- **Reminders**
 - ODET located in KSOB
 - No training at KSU
 - No longer using Teton Trail – Using KACO
 - Offering Training at the Parks – Please utilize this opportunity
- **What's New**
 - Dawn Williams – Retired
 - Jessica Perry has joined ODET - KELMS & elearning Back up



ODET Training – Jeanne Olivas

- **2018 Training Schedule**

- Hiring & Selection: Best Practices open in KELMS
- Employee Documentation & Discipline open in KELMS
- Overview of the Merit System open in KELMS
- Managing Employee Performance open in KELMS
- Other Professional Development workshop by end of October

- **2018 State Park schedule in KELMS – see handout**

- Need attendance to keep going

- **Certificate of Supervisory Essentials**



DHRA – Alaina Myers

- **2018 Training Schedule**
 - Coming soon – will be available on HR website and in KELMS
- **Required trainings for new employees**
 - Accurate Time Reporting, Security Awareness, Executive Branch Ethics
- **KHRIS Employee Self-Service (ESS) Tutorials**
 - Updated due to new features and functionality
- **COS Training**
 - Level 1 & 2 - online prerequisite and classroom course
 - Level 3 & 4 – online course
 - Required for new user access



eLearning– Beth Cram

- **eLearning Support Group**
- **KELMS Learner Essentials**
 - New employees should be registered as part of NEO
 - First course to be taken in KELMS
 - Login Tutorial on Personnel's Website
- **iSTEP**
 - Will be in KELMS in 2018
 - Problems – contact Erica Toles
- **ADA Compliance**
- **The Future of Flash and its impact on eLearning**
 - <https://helpx.adobe.com/flash-player.html>
- **Coming Soon: Articulate Storyline 360**



KELMS - Jessica Perry

- **Login Issues**

- Google Chrome and Firefox are okay to use in KELMS.
- Users that are experiencing login problems, may need to review their Internet browser settings.

- **Internet Explorer:**

- KELMS must be set as a trusted site.
- IE's Pop Up Blocker must be turned off.
- Active X Filtering must be turned off
- IE works best if using IE 11 Version.
- If IE 8 is being used KELMS will not run.
- If user has these settings configured, but is still having issues you can clear the cache.
- If all settings are configured but user is still unable to login, you can open Private Browsing in Internet Explorer.



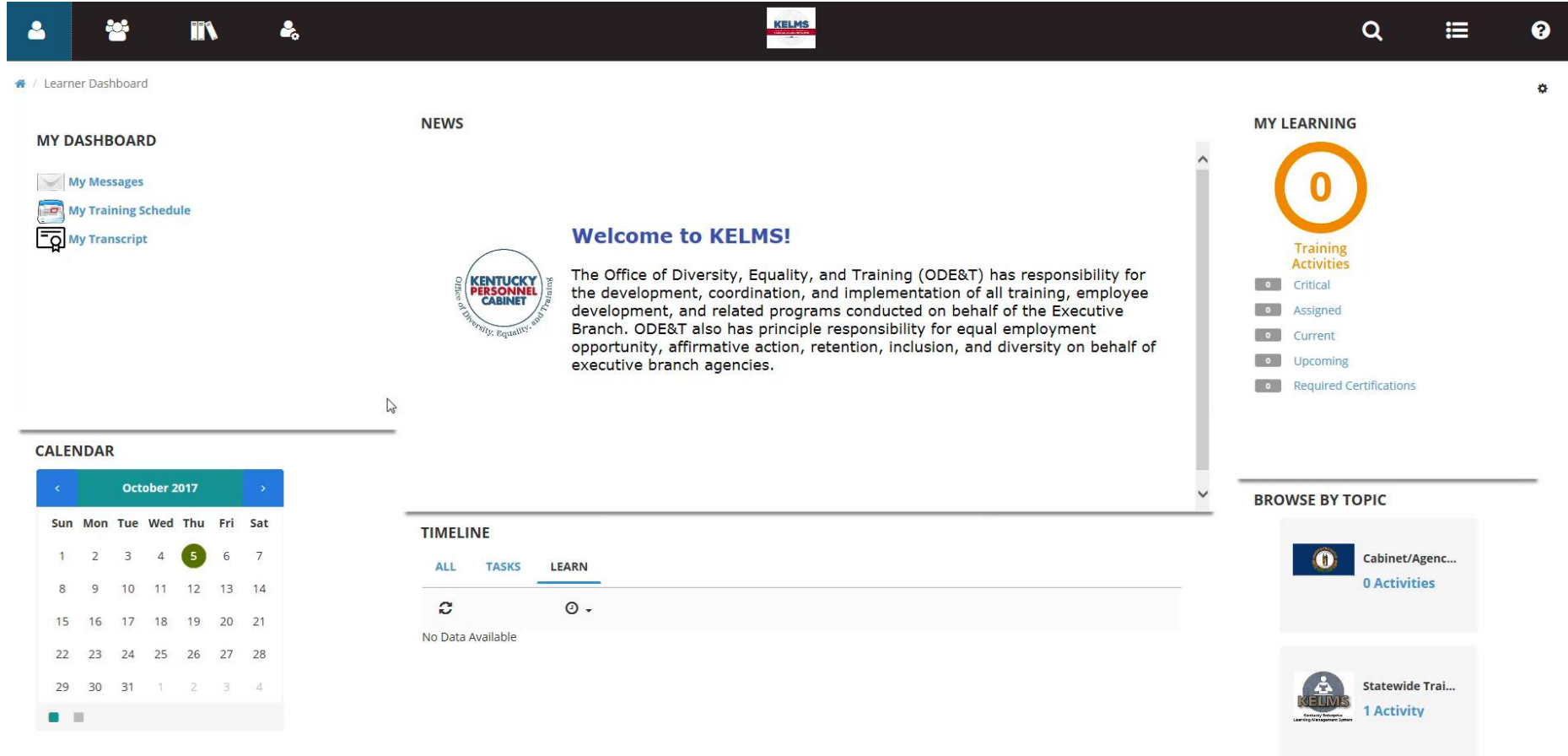
KELMS – Jessica Perry

- **Adding a Profile Picture to KELMS**

- With the KELMS Upgrade to 17.1.2 users now have the ability to add a Profile Picture to their account.
- All KELMS Instructors and Coordinators are encouraged to add a profile picture to their KELMS account.
- Profile Pictures must be appropriate for Work.
- KELMS Learners have the ability to upload their picture, they will be able to go through the same process to upload their image.
- For step by step instructions this can be found on page 9 of your KELMS Training Manuals.



Adding a Profile Picture to KELMS



The screenshot displays the KELMS Learner Dashboard. At the top is a dark navigation bar with icons for user profile, group, documents, and settings, alongside the KELMS logo and search, menu, and help icons. The main content area is divided into several sections:

- MY DASHBOARD:** Contains links for "My Messages", "My Training Schedule", and "My Transcript".
- NEWS:** Features a "Welcome to KELMS!" message from the Kentucky Personnel Cabinet, Office of Diversity, Equality, and Training. The text states: "The Office of Diversity, Equality, and Training (ODE&T) has responsibility for the development, coordination, and implementation of all training, employee development, and related programs conducted on behalf of the Executive Branch. ODE&T also has principle responsibility for equal employment opportunity, affirmative action, retention, inclusion, and diversity on behalf of executive branch agencies."
- CALENDAR:** Shows a calendar for October 2017, with the 5th highlighted.
- TIMELINE:** Includes tabs for "ALL", "TASKS", and "LEARN". Below the tabs, it says "No Data Available".
- MY LEARNING:** Displays a large orange circle with the number "0" and the text "Training Activities". Below this are filters for "Critical", "Assigned", "Current", "Upcoming", and "Required Certifications".
- BROWSE BY TOPIC:** Lists two topics: "Cabinet/Agenc..." with "0 Activities" and "Statewide Trai..." with "1 Activity".



KELMS – Jessica Perry

- **Searching for an Inactive Employee**

- If an employee has retired or separated and returned to State government, they may be listed as an inactive employee within KELMS.
- If an employee has returned to State government on occasion they may be assigned a new Employee ID number. In this circumstance checking to see if that employee has a learner account from their previous employment is important.
- If you can not locate a New Employee's record, you may check to make sure that the employee is not showing as having an inactive user account. This will help prevent duplicate records from being created in the KELMS system.



Searching for an Inactive Employee

Home

MY DASHBOARD

My Messages

My Training Schedule

My Transcript

ADMINISTRATOR LINKS

All Users

Reset Password

Audience Settings

Unlock Accounts

Learning Activities

Advanced Reporting

NEWS

Welcome to KELMS!

The Office of Diversity, Equality, and Training (ODE&T) has responsibility for the development, coordination, and implementation of all training, employee development, and related programs conducted on behalf of the Executive Branch. ODE&T also has principle responsibility for equal employment opportunity, affirmative action, retention, inclusion, and diversity on behalf of executive branch agencies.

MY LEARNING

19

Training Activities

0 Critical

18 Assigned

1 Current

0 Upcoming

0 Required Certifications

BROWSE BY TOPIC

Cabinet/Agenc...
1 Activity

Statewide Trai...
83 Activities

CALENDAR

<

October 2017

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

TIMELINE

ALL

TASKS

LEARN

COURSE

DOC - Interpersonal Relations - Online

REQUIRED

Due Date

12/31/2017

Status

Assigned

UCKY
NNEL
INET

iversity, Equality, and Training

KELMS – Jessica Perry

- **Inactivating An Activity in KELMS**

- The learning activities page holds all of the current activities that have been created under your domain. Many times there are hundreds of entries in this page.
- Inactivating classes will lower the number of entries on the Learning activities page, and will help keep the KELMS cleaned up.
- Before a class can be inactivated it **MUST** be closed out.
- Inactivating a class will not removed it from Reports or Transcripts.
- Classes can be reactivated at anytime.



Inactivating a Class in KELMS

MY DASHBOARD

My Messages

My Training Schedule

My Transcript

ADMINISTRATOR LINKS

All Users

Reset Password

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Unlock Account

Admin Dashboard

Learning Activities

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CALENDAR

<October 2017>

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NEWS

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TIMELINE

ALLTASKSLEARN

COURSE

FMLA Online Training

REQUIRED

Due Date

08/30/2017

Status

Past Due

Priority

High

REGISTER

MY LEARNING

Training Activities

RECENTLY LAUNCHED

KELMS – Jessica Perry

- **ODET Website**

- The ODET Website is a great tool.
- You can find a full ODET Training Schedule, resources for KELMS, and a listing of Training Coordinators for each agency.
- <https://personnel.ky.gov/Pages/ODE-Training.aspx>



Questions?

<https://personnel.ky.gov>

